



# Mobility Scooter Application





# Mobility Scooter Application

Name of Tenant:

Address:

Postcode:

Contact Details:

Why do you need to use a mobility scooter?

When do you plan to purchase the scooter?

Are you aware of the need to have relevant insurance and that you must provide evidence of this to Clanmil?   Yes      No

Signature:

Date:

**Please do not purchase a scooter before we have contacted you with approval for this request.**

**We will contact you within five working days of receipt of your completed form to discuss your application.**

Date received in office:

On completion, please pass to your Scheme Co-Ordinator or Neighbourhood Services Officer or send to:  
**Clanmil Housing, Northern Whig House, 3 Waring Street, Belfast, BT1 2DX**



**We understand that owning a mobility scooter can help improve your quality of life by increasing independence and reducing isolation. However, as they become more popular, we need to consider how motorised scooters can be safely accommodated at schemes.**

**Here is what you need to consider if you are thinking about getting a mobility scooter:**

### **What should I do if I need to get a mobility scooter?**

If you are considering getting a scooter, please first speak with your Neighbourhood Services Officer. They will advise on storage and charging arrangements and explain how to apply for permission from Clanmil.

### **We strongly advise against purchasing a scooter before permission has been granted**

Please apply for permission to use, store and charge a scooter at your scheme using the application form in this leaflet.

Demand for space for mobility scooters at schemes is increasing and we cannot guarantee availability.

### **What happens when I apply?**

We will try and accommodate requests to have a mobility scooter at a scheme and permission will not be withheld unreasonably. As a landlord, however, it is our responsibility to keep everyone living at, and visiting, schemes safe.

Before granting permission, we must carry out an assessment to ensure there is a safe, suitable area available for storing and charging the scooter.

Storage in your own apartment is an option. If this is not possible, we will try to identify an alternative safe storage area.

### **What does an assessment involve?**

**The assessment will look at the following:**

- If the scooter can be stored and charged within your apartment?
- If not, can adequate, safe and secure storage and charging facilities be provided within the building?
- Will the storage, charging and use of the scooter in the scheme present any risk to anyone in the building, including fire hazard?
- Is the storage, charging and use of the scooter in the scheme likely to cause damage to the property?

The assessment will be undertaken jointly by the Neighbourhood Services and Assets Officers for your scheme. The Scheme Coordinator will also be involved if you live in an independent living scheme. The local fire officer or any other relevant agency may be asked for advice where appropriate.

### **How long will my application take?**

Requests will be dealt with within 28 working days.

## Will I need insurance?

Insurance is essential. Before granting permission, we will require proof that accidental damage, theft, third party insurance cover has been taken out by the scooter owner/user.

**WE WILL REFUSE OR WITHDRAWN PERMISSION IF YOU CANNOT PROVIDE EVIDENCE OF INSURANCE.**

## Are there restrictions on using a scooter?

A scooter is an outside vehicle. The use of motorised scooters/wheelchairs in schemes is restricted to the area between the main entrance and your flat or other agreed storage area.

Scooters designed for use on roads cannot be brought into the internal communal parts of the building, including the corridors.

Scooter storage is NOT permitted within open communal areas.



## What are the conditions if granted a scooter?

**Permission will be subject to the scooter owner/user signing an agreement to the following terms and conditions:**

- You must exercise special care and attention when using the scooter on our grounds and premises
- You must comply with the restrictions on the use of the scooter within our buildings
- You must have the appropriate insurance as stated in this leaflet
- You must maintain the scooter in accordance with the manufacturer's requirements
- You must charge the battery in accordance with the manufacturer's requirements
- You accept that use and storage of the scooter within schemes and on scheme grounds is entirely at your own risk and subject to the restrictions above
- Permission will be withdrawn should you fail to adhere to these requirements or should any subsequent risk assessment, carried out at a later date, indicate that the use and/or storage represents an unacceptable risk
- You are responsible for having a Portable Appliance Test (PAT) carried out annually by an approved electrician. Clanmil may inspect any scooter as part of its annual PAT
- Permission will be withdrawn should any inspection by the Fire Authority request removal of the scooter from its location and an alternative cannot be found by Clanmil
- You will be responsible for any Service Charge to cover charging facilities provided by Clanmil
- If you cause damage to our building you may be charged for any repair costs



If you need this information in another language or format, please ask us.

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